

APPENDIX H

TUTORIAL FOR MEPES FIELD USERS

APPENDIX H - TUTORIAL FOR MEPES FIELD USERS

H.1 GENERAL

The Planning Tools function consists of several sub-functions that allow the medical planner to develop medical resource requirements in support of an OPLAN. These functions include the Manage Population at Risk (PAR), the Manage Medical Planning File (MPF), the Manage Medical Working File (MWF), and TPFDD Actions.

This tutorial is designed to provide an abbreviated step-by-step approach for traversing the various planning tools. The intent is to show the field user the MEPES panels encountered in each function, to highlight the primary key strokes required, and to emphasize the order in which the planning tools must be executed. Refer to Paragraph 3.1 for the system conventions used throughout this tutorial.

H.1.1 Step 1: Manage Population At Risk (PAR)

This sub-function permits the medical planner to load a GCCS TPFDD file from the GCCS Server onto a MEPES workstation. This sub-function also permits the medical planner to create or update (up to) six uniquely defined PARs. It allows the medical planner to create the Theater force structure by defining PAR quantitatively, qualitatively, temporally, and geographically in (up to) six Sectors over (up to) five Operations Zones (OPZONES). The PAR may either be hand-built or automatically generated through interface of the TPFDD with planner provided OPZONE/Sector and risk level assignment factors.

H.1.2 Step 2: Manage Medical Planning File (MPF)

This sub-function permits the medical planner to create or update an MPF. It allows the medical planner to create (up to) six uniquely-defined MPFs for analysis of different alternatives to Theater medical care support operations. The MPF represents an individual planner's copy of OPLAN-dependent medical parameters required in the execution of the MPM computational routines. The field medical planner may create the MPF by accepting Service-approved scenario Reference Data (RD) which contains a wide spectrum of medical planning rates and factors.

H.1.3 Step 3: Manage Medical Working File (MWF)

This sub-function allows both the Service and Joint medical planner to create (up to) six uniquely-defined MWFs. The MWF is a specific set of casualty and evacuation planning factors applied against each OPZONE/Sector of a PAR. The Service medical planner uses the MWF to establish the relationship between a particular Service PAR and a particular Service MPF. This relationship determines what casualty rates and planning factors are to be applied against a PAR. In addition, the Joint medical planner uses this function to create the Joint MWF (JMWF). The JMWF is used to establish the aggregated Theater level medical support requirements. The Joint medical planner uses the JMWF to establish which Service MWFs will be used to aggregate the

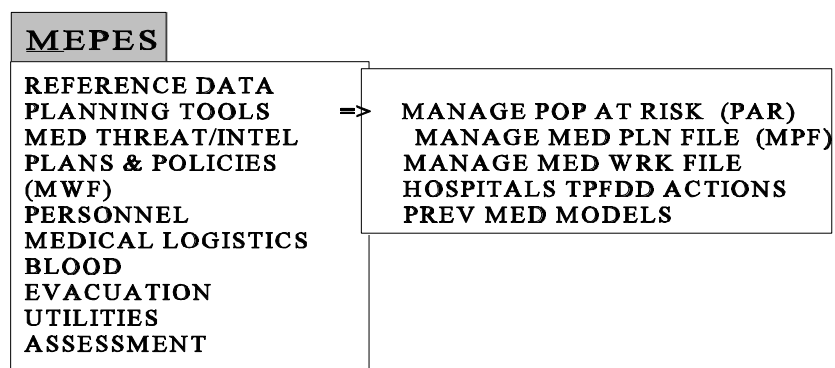


Figure H-1: MEPES Planning Tools Menu.

Theater medical support requirements. This MWF also permits the medical planner to execute the PLG and the MPM. The PLG computes (compiles) personnel losses and generates a patient stream for the MPM. The MPM computes medical and personnel workloads and support requirements. The MPM uses the MWF/JMWF as the input file and output file.

H.2 MEPES LOGIN AND MAIN WINDOW

Step 1 - MEPES Login

Consult Appendix B, for login panel and procedures.

Step 2 - MEPES Main Window

Consult Appendix B, for the MEPES Main Window panel.

Enter appropriate values for OPLAN ID and TO C+ fields.

Select valid codes for the CLASSIFICATION, SERVICE, and DUTY STATUS fields.

Once all parameter selections have made, Click on MEPES MENU BAR. MEPES Main Menu appears.

Select < *Planning Tools* >.

H.3 STEP 1: MANAGE POPULATION AT RISK (PAR)

PAR File Creation Process:

- Create PAR File
- Designate Combat Unit Type Codes
- Define/Assign OPZONES and Sectors
- Create Patient Movement
- Generate Reports.

Step 1 - MEPES Population At Risk (PAR) Main Window Display

Click on MEPES MENU BAR. Select < *Planning Tools* >, < *Manage Pop At Risk (PAR)* > .

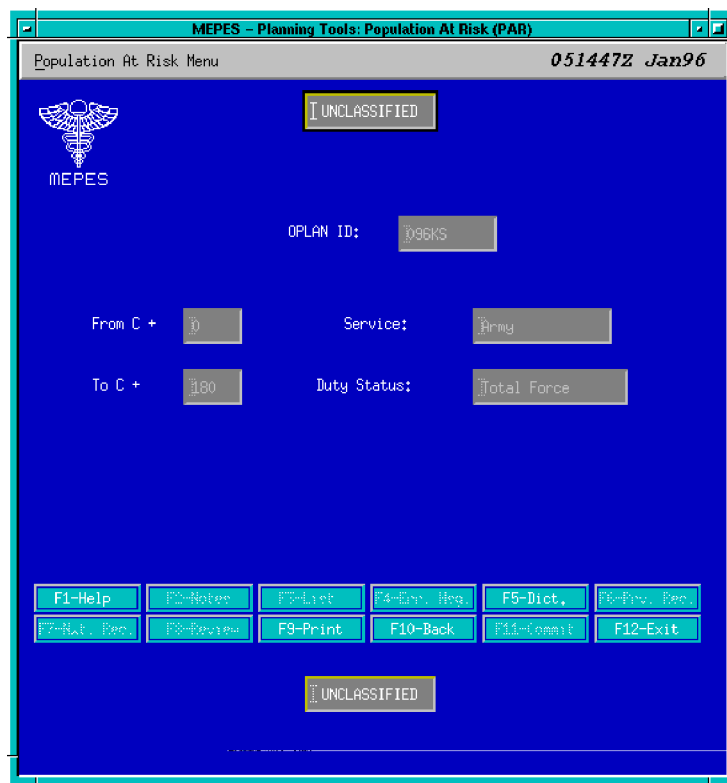


Figure H-2: PAR Main Window Panel.

Click on MEPES POPULATION AT RISK MENU BAR. Population At Risk menu appears.

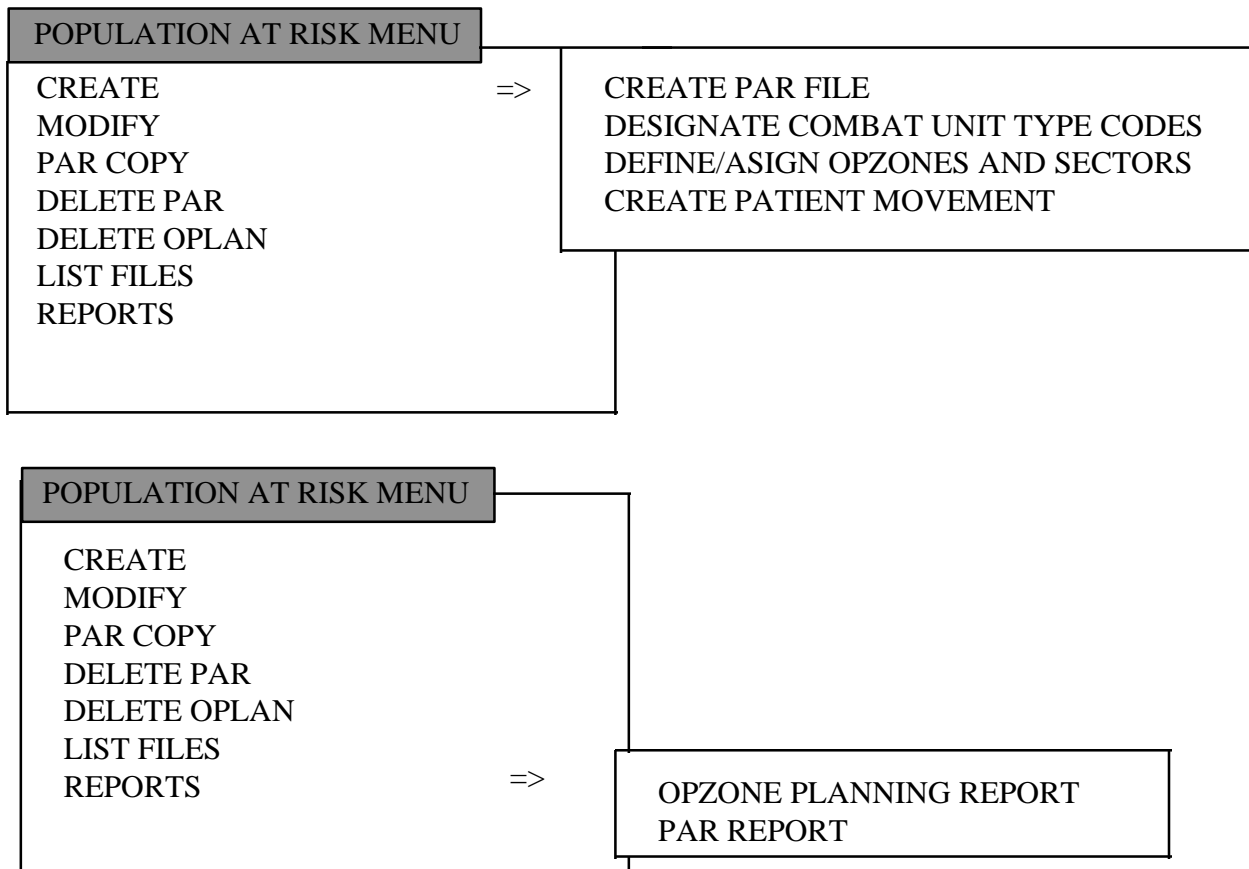


Figure H-3: Population At Risk (PAR) Menu Hierarchy.

Step 2 - Create PAR File

Click on POPULATION AT RISK MENU BAR. Select < Create >, < Create PAR File > .

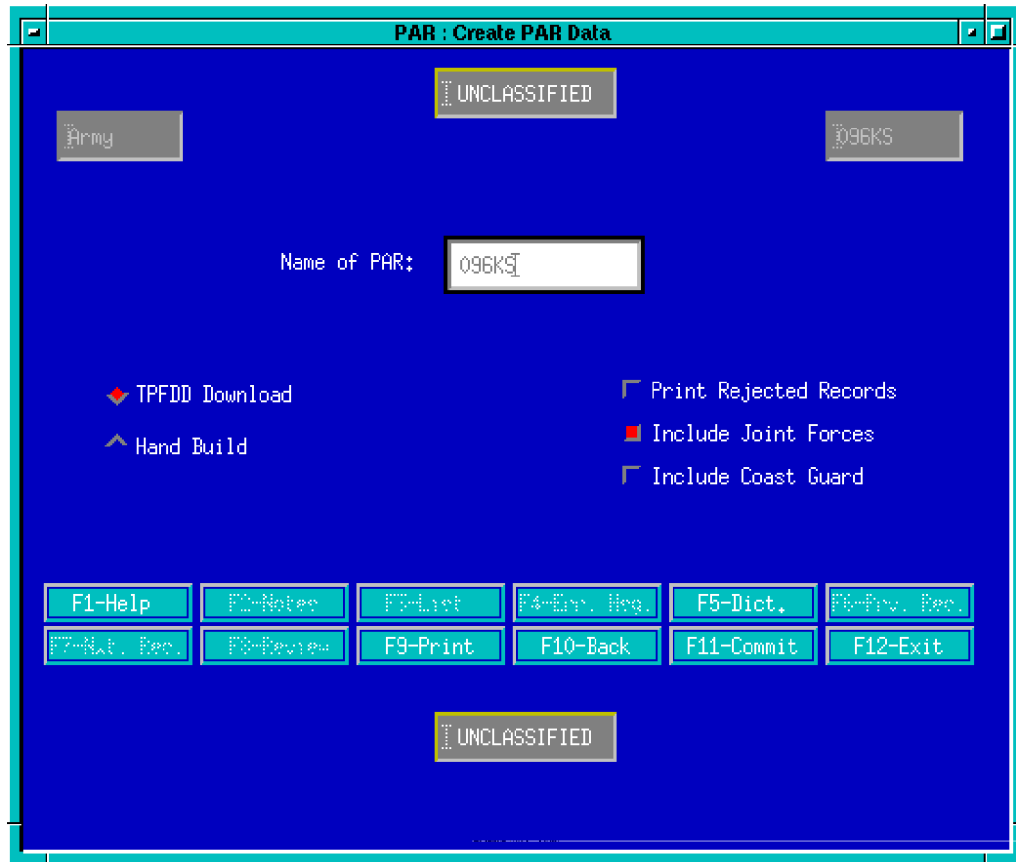


Figure H-4: Create PAR File Panel.

Enter NAME OF PAR.

After entering *Name*, the planner must Select a method to create PAR records. Push either **TPFDD Download** or **Hand Build RADIO** button.

Planner may toggle **Print Rejected Records**, **Include Joint Forces** (for ARMY Planner), and **Include Coast Guard** (for NAVY Planner) buttons.

After selections, Click **F11-Commit**. MEPES will process as follows:

IF USING THE TPFDD DOWNLOAD OPTION

PAR DOWNLOAD FROM HOST Panel appears.

Figure H-5: TPFDD Download Panel.

Select SOURCE by Pushing Appropriate **RADIO** button.

If HOST, Enter planner's HOST Access User ID, Project, and Password. Then Select Download Option(s). Enter the appropriate Catalog/FileString data for each option selected. After entries, Click **F11-Commit**. User returned to PAR Main Window

If TAPE, Select Download Option, then Enter the appropriate Catalog/FileString data. After entries, Click **F11-Commit**. (MEPES reads first active tape drive). User returned to PAR Main Window.

IF USING THE HAND BUILD OPTION

PAR DESIGNATE/ASSIGN OPZONES AND SECTORS Panel Appears.

MEPES requires at least one Theater and one CONUS OPZONE. There must be a Sector A for each active OPZONE. To activate CONUS OPZONES/Sectors, planners must use either activation method 3 or 4.

PAR: Designate/Assign OPZONES and Sectors

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Sectors are activated by entering the number code from the following list:
 (1) FM (2) UTC (3) Dest Country/State (4) Dest GEOLOC (5) ULN

OPZ	Name of OPZ:	T/C	Sectors					
			A	B	C	D	E	F
1	fwd combat	T	1	3	4	5	1	1
2	rear combat	T	3	4	1	1	1	1
3	comm zone	T	3	3	1	1	1	1
4	CONUS	C	3	3	1	1	1	1
5			1	1	1	1	1	1

F1-Help F2-Notes F3-List F4-Env. Req. F5-Dict. F6-Env. Req.
 F7-Env. Req. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-6: PAR Define/Assign OPZONES and Sectors Panel.

Enter NAME OF OPZ starting with OPZONE 1. Click on T/C. Enter OPZONE Designation.

Click on SECTORS. Enter, sequentially, *Sector Activation Method Code* as desired. (Codes are: (1) FM; (2) UTC; (3) Dest Country/State Code; (4) Dest GEOLOC; (5) ULN.)

After all entries have been made, Click **F11-Commit**. HAND BUILD PAR Panel (Figure D-5) appears.

TO ADD A HAND BUILD PAR DATA RECORD

Click on ULN. Enter valid *ULN*; Click on FIELDS. Enter valid *values/codes*.

For detailed information on the various FIELDS, consult Appendix D, or click **F1-Help**.

After entries have been made, Click **ADD** button. Continue to add data records in similar manner. (MEPES automatically saves after every 10 data records).

Once all additions have been made, Click **F11-Commit**.

User may now add, modify, or delete a Hand Build PAR Data Record. For detailed procedures on how to add, modify, or delete, consult the MEPES User's Manual, Appendix D. Click **F10-Back** to return to PAR Main Window if no modifications are needed.

Step 3 - Designate Combat Unit Type Codes

Click on POPULATION AT RISK MENU BAR. Select < *Create* >, < *Designate Combat Unit Type Codes* > .

MEPES requires the medical planner to designate Forces as either Combat or Combat Support. MEPES allows the Service medical planner to designate these Forces based on Service policy and doctrine.

MEPES provides four separate panels for the Army, Air Force, Marines, and Navy. This tutorial shows the Army Forces Panel. For details on the other three forces, consult Appendix D.

Step 4 - ARMY FORCES

PAR : Override C/S Designation - UTC : Army

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<input type="checkbox"/> 0-INFANTRY	<input type="checkbox"/> 1-ARTILLERY
<input type="checkbox"/> 2-ARMOR-ANTITANK	<input type="checkbox"/> 3-AVIATION FLIGHT UNITS
<input type="checkbox"/> 4-ENGINEERS & TOPOGRAPHIC SERVICES	<input type="checkbox"/> 6-COMMUNICATIONS-ELECTRONICS-SIGNAL
<input type="checkbox"/> 7-TACTICAL CONTROL-WEATHER-RESCUE	<input type="checkbox"/> 8-UNCONVENTIONAL WARFARE
<input type="checkbox"/> 9-MISC COMBAT-CBT SPT-CBT SVC SPT	<input type="checkbox"/> A-MULTIFUNCTION TASK ORGANIZATION
<input type="checkbox"/> C-DOD AGCY-NCA-SVC-HQ-MAJCOM-JOINT	<input type="checkbox"/> D-CIVIL GOVERNMENT ENTITIES
<input type="checkbox"/> F-BIOMEDICAL SCIENCES	<input type="checkbox"/> G-CHEMICAL ACTIVITIES
<input type="checkbox"/> H-MAINTENANCE	<input type="checkbox"/> J-SUPPLY
<input type="checkbox"/> K-RESEARCH-DEVELOP-TEST & EVAL	<input type="checkbox"/> L-ADMIN-LEGAL-POSTAL-BAND-MORALE
<input type="checkbox"/> M-FLEET AUX-YARDS & SERVICE CRAFT	<input type="checkbox"/> N-COMPOSITE SERVICE
<input type="checkbox"/> P-INTELLIGENCE-COUNTERINTELLIGENCE	<input type="checkbox"/> Q-MILITARY POLICE-PHYSICAL SECURITY
<input type="checkbox"/> S-FINANCE-FISCAL-AUDIT-CONTRACTS	<input type="checkbox"/> T-TRAINING
<input type="checkbox"/> U-TRANSPORTATION	<input type="checkbox"/> V-CIVIL AFFAIRS-COMBINED ACTION GPS
<input type="checkbox"/> X-MULTIFUNCTION POSTS-FORTS	<input type="checkbox"/> Z-ARMORED CAVALRY RECONNAISSANCE

F1-Help	F2-Notes	F3-List	F4-Env. Req.	F5-Dict.	F6-Prev. Dec.
F7-Next. Dec.	F8-Review	F9-Print	F10-Back	F11-Commit	F12-Exit

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Figure H-7: PAR Designate Unit Type Codes - Army Forces Panel.

Click appropriate **TOGGLE** button(s). Toggle buttons not Clicked (activated) will be read as Combat Support Forces. After selection(s), Click **F11-Commit**. User returned to PAR Main Window.

Step 5 - Define/Assign OPZONES and Sectors

Click on POPULATION AT RISK MENU BAR. Select < Create >, < Define/Assign OPZONES and Sectors >.

MEPES requires at least One Theater and One CONUS OPZONE. There must be at least a Sector A for each active OPZONE. To activate CONUS OPZONES/Sectors, planners must use either activation method 3 or 4 (Dest Country/State or Dest GEOLOC) only.

PAR : Designate/Assign OPZONES and Sectors

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Sectors are activated by entering the number code from the following list:
(1) FM (2) UTC (3) Dest Country/State (4) Dest GEOLOC (5) ULN

OPZ	Name of OPZ	T/C	Sectors					
			A	B	C	D	E	F
1	fwd combat	T	1	3	4	5		
2	rear combat	T	3	4	1			
3	comm zone	T	3	3	1			
4	CONUS	C	3	3				
5								

F1-Help F2-Notes F3-List F4-Err. Rep. F5-Dict. F6-Proc. Rec.
F7-Hist. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-8: PAR Define/Assign OPZONES and Sectors Panel.

Enter NAME OF OPZ starting with OPZONE 1 and proceeding sequentially.

Click on T/C. Enter OPZONE *Designation*.

Click on SECTORS. Enter, sequentially, *Sector Activation Method Code* as desired.

Click **F8-Review**. PAR Assign Units By GEOLOC Panel is displayed.

Step 6 - PAR Assign Units by GEOLOC

MEPES provides a listing of all GEOLOC Codes for assignment to the displayed OPZONE/Sector. Similar Assignment Panels appear for the Activation Methods - ULN - DEST COUNTRY/STATE - UTC - FM. Based upon the method chosen, the User will be provided with the appropriate LIST and Description.

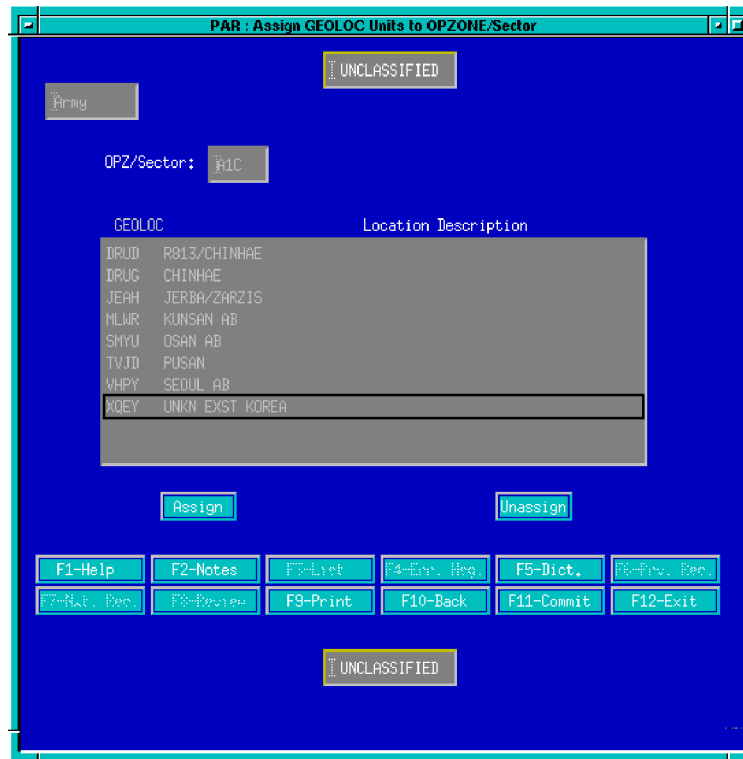


Figure H-9: PAR Assign Units by GEOLOC Panel.

Select < *GEOLOC* >, then Click **ASSIGN** button. Continue to assign GEOLOC data records in similar manner.

After all assignments have been made, Click **F11-Commit**. MEPES displays NEXT OPZONE/SECTOR for Assignment.

Once all OPZONES/Sectors have been activated/assigned, Click **F10-Back**. User returned to PAR Main Window.

Step 7 - Create Patient Movement

Click on POPULATION AT RISK MENU BAR. Select < Create >, < Create Patient Movement >.

MEPES requires the medical planner to establish the patient evacuation flow patterns. Consult Appendix D, for rules on patient evacuation flow. Records must be specified for each active OPZONE/Sector except for the Sectors within the Last OPZONE. The planner must input the full OPZ/Sector code for each destination OPZONE/Sector. The correct format is Service/OPZ Number/Sector Letter, (i.e., F1A, A2B, or N5A).

Evac From OPZ/Sector		Evac To OPZ/Sector %	
A3B	A4A 100		
A3A	A4A 100		
A2C	A3A 50	A3B 50	
A2B	A3A 50	A4A 50	
A2A	A3A 50	A3B 50	
A1D	A2A 50	A2C 50	
A1C	A2A 100		
A1B	A2B 75	A2C 25	
A1A	A2A 50	A2B 50	

Figure H-10: PAR Create Patient Movement Panel.

TO ADD/CREATE THE PATIENT MOVEMENT DATA RECORD

Enter *Svc/OPZ/Sector Code* in the EVAC FROM OPZ/SECTOR field. Enter *OPZ/Sector Code* and *Distribution Percentage* in the EVAC TO OPZ/SECTOR % field. Enter remaining distribution until the data line is complete.

Once the data line is complete, Click **ADD** button.

Once all Patient Movement Distribution assignments are completed, Click **F11-Commit**. PAR Create Patient Movement Panel refreshes and reappears.

User may now add, modify, or delete a Patient Movement Data Record. For detailed procedures to add, modify, or delete, consult Appendix D. Click **F10-Back** to return to PAR Main Window if no modifications are needed.

Step 8 - OPZONE Planning Report

Click on POPULATION AT RISK MENU BAR. Select < Reports >, < OPZONE Planning Report >.

MEPES displays a PAR Selection List Box with available PAR files shown.

Select < PAR file data record >, then Double Click.

Select either the PRINT or VIEW options.

If VIEW was selected, access Window Manager and Quit to return to PAR Main Window.

Step 9 - PAR Report (Not required, but recommended for offline review)

Click on POPULATION AT RISK MENU BAR. Select < Reports >, < Par Report >.

MEPES displays a PAR Selection List Box with available PAR files shown.

Select < PAR file data record >, then Double Click.

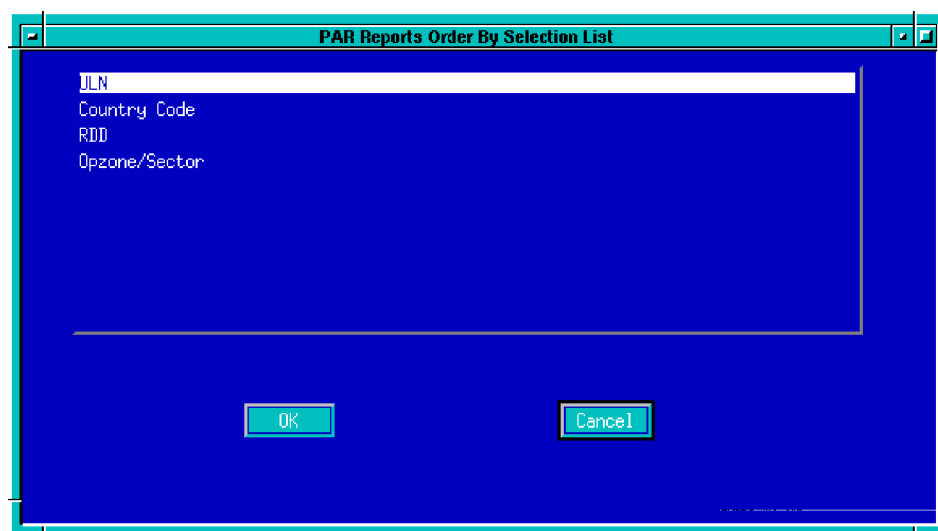


Figure H-11: PAR Report Selection Panel.

Select < *PAR Reports Order By Selection List data record* > , then Click **OK/CANCEL**.
Select either the PRINT or VIEW options.

If VIEW was selected, access Window Manager and Quit to return to PAR Main Window.

H.4 STEP 2: MEDICAL PLANNING FILE

Medical Planning File (MPF) Creation Process:

- Name MPF
- Enter Combat Intensity Rates, MASF Capacity Assignments, MASF/ASF Opzone Assignments, Evacuation Policy/Planning Factors, Dispersion/DIH Rates, Personnel Replacement Rates, Class I B-Rations, Class VIII Consumption Factors, Conveyance Planning, Aircraft Assignment, and Bed Availability Factors
- Generate MPF Reports.

Step 1 - MEPES Medical Planning Factors Main Window Display

Click on MEPES
Select < *Planning
Manage Med Pln*

MENU BAR.
Tools >, <
File (MPF) >.

Figure H-12: MPF Main Panel.

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Medical Planning File menu appears.

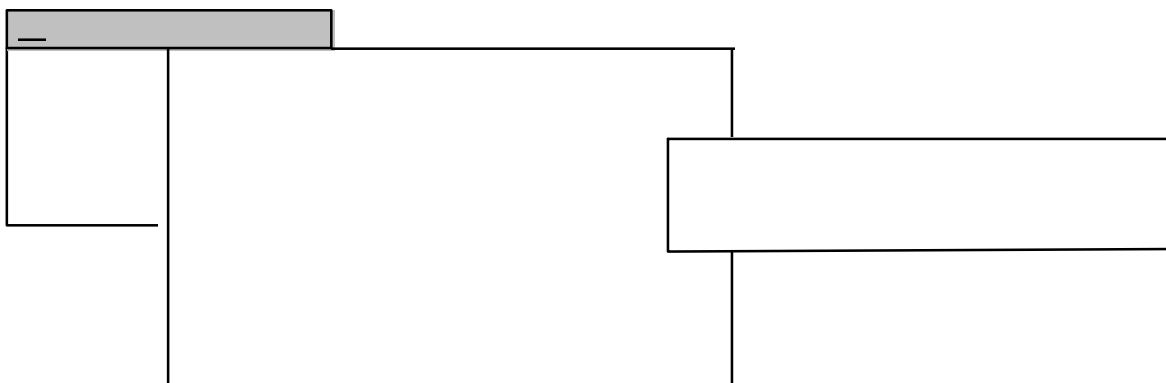


Figure H-13: Medical Planning File Menu Hierarchy.

Step 2 - Name MPF

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *Name MPF* >.

MEPES requires the medical planner to *Name MPF* before any other medical planning factors data can be created (entered) (see Figure H-14).

Medical Planning Factors: Create MPF

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Medical Planning Factors File Name: 096KS

Associated Reference Data File:

army_RD	11/13/95
army_rd2	11/14/95
ArmyRefData	01/04/96

ArmyRefData

Associated Population At Risk File:

096KS	01/05/96
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096KS

F1-Help F2-Notes F3-List F4-Env. Req. F5-Dict. F6-Inv. Rec.
F7-Nat. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-14: Create MPF Panel.

Enter MEDICAL PLANNING FACTORS FILE NAME.

After entering *Name*, the planner must select an Associated Medical Reference Data File and Associated Population at Risk File.

After both selections made - Click **F10-Back**. User returned to MPF Main Window.

Once MPF is named, the planner may enter remaining medical planning factors data in any sequence.

Step 3 - Create Combat Intensity Related Rates

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *Combat Intensity Levels/Rates* >.

MEPES populates this panel with the Service Scenario RD Default values as selected by the medical planner. Medical Planner may accept values as displayed or may modify as desired.

Casualty Type	None (1)	Light (2)	Moderate (3)	Heavy (4)	Intense (5)
WIA	0	0.73	1.76	2.68	3.39
KIA	0.18	0.66	1.06	1.95	2.83
MIA	0.01	0.02	0.03	0.06	0.09
CAPTURED	0.01	0.02	0.04	0.06	0.09
ADMIN	0	0	0	0	0
BF	0	0.15	0.59	0.89	1.13
DIS	0.44	1.02	2.11	2.42	2.78
NBI	0.11	0.26	0.53	0.61	0.7
UNCV	0	0	0	0	0

Figure H-15 : MPF Combat Intensity Rates Panel.

To ACCEPT Default Values: Click **F8-Review**. MPF OPZ Intensity/OPTempo Panel appears. User must now assign rates to OPZONES/Sectors (see Step 4).

To MODIFY Default Values: Click **MODIFY** button. Consult Appendix E, for rules on assigning the COMBAT INTENSITY AND OPTempo LEVELS.

After all modifications have been made, Click **F11-Commit**. User must now assign rates to OPZONES/Sectors. Click **F8-Review**. OPZONE Intensity/OPTempo Panel is displayed (see Step 4).

Step 4 - OPZ Intensity/OPTempo Panel

MEPES requires that combat intensity rates be entered as of C-Day for all active Theater OPZONES/Sectors defined by planner starting with OPZONE 1, Sector A (1A).

Medical Planning Factors: OPZ Intensity/OPTempo

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Opzone: 1

Combat Intensities/OPTempo: 1-None 2-Light 3-Moderate 4-Heavy 5-Intense

START DATE (C DAY)	A		B		C		D		E		F	
	C	S	C	S	C	S	C	S	C	S	C	S
30	3	3	2	1	2	2	1	1				
18	4	4	3	1	2	2	2	2				
8	3	2	2	2	2	2	2	2				
0	1	1	1	1	1	1	1	1				

Add Modify Delete

F1-Help F2-Notes F3-List F4-Exp. Req. F5-Dict. F6-Priv. Rec.
 F7-Nat. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-16: OPZ Intensity/OPTempo Panel.

If user wishes to review the rates that exist for each level of combat, Click **F10-Back** to return to the COMBAT INTENSITY RATES Panel.

Click **F8-Review** to return to OPZ Intensity/OPTempo Panel.

TO CREATE/ADD AN OPZ INTENSITY/OPTempo DATA RECORD

Click on OPZONE. Enter *OPZONE Number*. Press Return.

Enter *C-Day Start Date* and *Intensity Codes* in the START DATE and SECTORS fields. After data entered, Click **ADD** button.

Once current OPZONE additions are made, Click **F11-Commit**.

To modify another OPZONE, enter a new *OPZONE Number*. Make further additions in similar manner as above.

Once all additions have been made, Click **F11-Commit**.

User may continue with this process until all additions, modifications, or deletions of the OPZ Intensity/OPTempo assignments are complete. For detailed procedures to add, modify, or delete, consult Appendix E. Click **F10-Back** to return to MPF COMBAT INTENSITY RATES Panel if no other modifications are needed. Then Click **F10-Back**. User returned to MPF Main Window.

Step 5 - MASF Capacity Assignment

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *MASF Capacity Assignments* >.

Medical Planning Factors : Aeromedical Staging Facilities

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UTC	UTC Description	24 Hr. Capacity	M/A
FFLAB	AES MOBILE AERO	100	M
FFLAC	AES MOBILE AERO	50	M

FFEC MED STAFF AUGME 50 M

Add Modify Delete

F1-Help F2-Notes F3-List F4-En. Rec. F5-Dict. F6-Fiv. Rec.
 F7-Nat. Rec. F8-Deven F9-Print F10-Back F11-Commit F12-Exit

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*Figure H-17:
MASF Capacity
Assignment
Panel.*

Enter *Aeromedical Staging Facility UTC code* in the UTC field. Enter appropriate values for UTC DESCRIPTION and 24 HR. CAPACITY. Enter appropriate *Aeromedical Staging Facility Type Code* in the M/A field. After all entries have been made, Click **ADD** button. Once all additions have been made, Click **F11-Commit**.

User may add, modify, or delete an Aeromedical Staging Facility data record. For detailed procedures to add, modify, or delete consult Appendix D. Click **F10-Back** to return to the MPF Main Window.

Step 6 - MASF/ASF OPZONE Assignments

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *MA SF/ASF OPZONE Assignments* >.

MEPES defaults the assignment of the MASFs to OPZONE 1 with the ASFs starting in OPZONE 2 through the last active OPZONE. MASFs may be placed in both OPZONES 1 and 2. ASFs will then start in OPZONE 3 through the last active OPZONE. The originating aeromedical staging facility is displayed on the top line of the data box and the receiving aeromedical staging facility on the bottom line of the data box.

Figure H-18: MASF/ASF OPZONE Assignments Panel.

To ACCEPT Defaulted Placement: Click **F10-Back**. User returned to MPF Main Window.

To MODIFY Defaulted Placement: Click on MASFs Located OPZONE 1 & 2 **TOGGLE** button.

Click **F11-Commit**. User returned to MPF Main Window.

Medical Planning Factors: Aeromedical Staging Facilities Assignment

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		Receiving Opzone				
		1	2	3	4	5
Originating Opzone	1	MA SF	MA SF	MA SF	MA SF	MA SF
	2		ASF	ASF	ASF	ASF
	3			ASF	ASF	ASF
	4				ASF	ASF
	5					ASF

MASFs Located:

- OPZONE 1
- OPZONE 1 & 2

F1-Help F2-Notes F3-List F4-Env. Req. F5-Dict. F6-Proc. Rec.
 F7-Rel. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Step 7 - Review Patient Type/ASMRO/Bed Planning Factors.

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Evacuation Policy/Planning Factors >, < Patient Type/ASMRO/Bed Planning >.

MEPES displays the Standard Evacuation Policy Days starting with EP Day 2. User may not change any data in these Panels - FOR REVIEW ONLY.

Medical Planning Factors : Patient Type/ASMRO/Bed Planning

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2 Day Evacuation Policy

ASMRO Category	Percent	ASMRO Category	Percent
Medical MM	10	General SS	5
Psychiatry MP	5	Neurosurg SSN	5
Pediatric MC	0	Ophthalm SSO	0
Ortho Surg SO	45	Thoracic SSC	15
Spin. Cord SC	5	Maxillofac SSM	5
Burns SB	0	Urology SSU	5
OB/GYN SG	0	Surgery (Total)	85

Evacuees (X)
WIA IIS NBI BF UNCV
90 2 5 3 0

Bed Acuity Levels
ICU ICW MCW CCW
40 55 5 0

Litter Ambulatory
35 55
(100% - Litter)

F1-Help F2-Notes F3-List F4-Env. Req. F5-Dict. F6-Prev. Rec.
F7-Nxt. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-19: MPF Evac Policy/Delay Panel.

Click **F7-Next Record** to move forward through EP Days. Click **F6-Prev Record** to move backwards. After review completed, Click **F10-Back**. User returned to MPF Main Window.

Step 8 - Create (Assign) Evac Policy and Delay

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Evacuation Policy/Planning Factors >, < Evac Policy/Delay > .

MEPES requires that an EP and an ED rate be entered as of C-Day for all active OPZONES defined by the planner starting with OPZONE 1.

Medical Planning Factors : Evacuation Policy/Delay

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Start Date (C Day)	1		2		Opzone 3		4		5	
	E	D	E	D	E	D	E	D	E	D
0	7	3	10	5	15	7	30	29		
13	9	5	12	6	18	9	30	34		
18	10	8	15	12	25	19	30	39		
39	18	10	20	19	28	25	30	29		

13 19 5 12 6 18 9 30 34 1 1

Add Modify Delete

F1-Help F2-Notes F3-List F4-Exp. Req. F5-Dict. F6-Fwd. Req.
F7-Ret. Req. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-20: Assign EP/ED Panel.

TO CREATE (ADD) AN EP/ED DATA RECORD

Click on START DATE. Enter C-Day (000). Click on OPZONE - E / D. Enter a valid EP/ED value for each active OPZONE. After completing C-Day data record line, Click **ADD** button.

Once EP/EDs have been defined for all active OPZONES, Click **F11-Commit**. User may now add, modify, or delete an EP/ED Data Record. For detailed procedures on add, modify, or delete, consult Appendix E. Click **F10-Back** to return to MPF Main Window if no other modifications are needed.

Step 9 - Create Evacuation Travel Times

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *Evacuation Policy/Planning Factors* >, < *Travel Times* > .

The medical planner may define the number of travel days between each OPZONE. If none are defined, MEPES defaults to 1.

Medical Planning Factors: Evacuation Travel Data

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Receiving Opzone

Originating Opzone	2	3	4	5
1	1	2	2	3
2		1	1	3
3			1	3
4				3

F1-Help F2-Notes F3-List F4-Env. Req. F5-Dict. F6-Priv. Rec.
F7-Nat. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

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Figure H-21: Travel Times Panel.

Enter TRAVEL DAYS for each active OPZONE.

Once all days have been entered, Click **F11-Commit**. User returned to MPF Main Window.

Step 10 - Create Dispersion/DIH Factors

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Dispersion/DIH >.

MEPES populates this MPF Panel with Service Scenario RD Default value selected by the medical planner. The medical planner may accept the values as displayed or may modify as desired.

Figure H-22: Dispersion/DIH Factors Panel.

To ACCEPT Default Values: Click **F10-Back**. User returned to MPF Main Window.

To MODIFY Default Values: Click **MODIFY** button. User may enter changes in ANY sequence.

Enter *Percentage Rate* for DISPERSION ALLOWANCE OPZONES (0 to 99%), DIH RATE, and UNCV DIH RATE fields.

Once all modifications have been made, Click **F11-Commit**. Dispersion/DIH Panel refreshes and reappears. If no further modifications are desired, Click **F10-Back**. User returned to MPF Main Window.

Step 11 - Create (Assign) Personnel Replacement Rates

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Personnel Replacement Rates > .

The medical planner enters the percentage of losses that are not to be replaced for both Combat and Combat Support forces for each active Theater OPZONE as of C-Day.

The screenshot shows a software interface titled "Medical Planning Factors : Personnel Replacement Rates". At the top, there is a status bar with "UNCLASSIFIED" and a "096KS" value. Below this, there are input fields for "Army" and "OPZONE". The "OPZONE" section includes a radio button labeled "1" and five arrow buttons labeled "2", "3", "4", and "5".

There are two main data tables. The left table is titled "C-Day" and "Combat Rate" and contains the following data:

C-Day	Combat Rate
35	100
10	75
0	50

The right table is titled "C-Day" and "Support Rate" and contains the following data:

C-Day	Support Rate
30	90
10	85
0	80

Below each table are two input fields and three buttons labeled "Add", "Modify", and "Delete". At the bottom of the panel, there is a grid of function keys: F1-Help, F2-Notes, F3-List, F4-Ext. Req., F5-Dict., F6-Inv. Dec., F7-Nat. Dec., F8-Review, F9-Print, F10-Back, F11-Commit, and F12-Exit. The status bar at the bottom also shows "UNCLASSIFIED".

Figure H-23: Personnel Replacement Rates Panel.

TO ADD/CREATE A PERSONNEL REPLACEMENT RATE DATA RECORD

Click on OPZONE **RADIO** button to identify OPZONE.

Enter *C-DAY Number* and *Replacement Rates* in the C-DAY and COMBAT RATE fields. Click **ADD** button. Add up to 23 subsequent rate change days. Once all Combat Force *Replacement Rates* have been entered, Click **F11-Commit**.

Enter *Replacement Rates* for SUPPORT RATE. Once all desired rates have been entered for current OPZONE, Click **F11-Commit**.

Click on OPZONE **RADIO** button to identify a new OPZONE and enter rates until all Theater OPZONES have been completed.

Once all Theater OPZONE Personnel Replacement Rates have been defined, Click **F10-Back**. User returned to MPF Main Window.

Step 12 - Create Class I B-Rations Planning Factors

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *Class I B-Rations* >.

MEPES populates this panel with the standard default values for Class I B-Rations and Medical B-Rations.

Figure H-24: Class I B-Rations Planning Factors Panel.

To ACCEPT Default Values: After review, Click **F10-Back**. User returned to MPF Main Window.

To MODIFY Default Values: Click **MODIFY** button. Click on B-RATION % or MEDICAL B-RATION %. Enter appropriate modifications to either one or both data fields.

After modifications have been made, Click **F11-Commit**. User returned to MPF Main Window.

Step 13 - Create Class VIII Consumption Factors

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Class VIII Consumption Factors > .

MEPES populates this MPF Panel with applicable Service Scenario RD Default values for Class VIIIA and with Joint Service RD Default values for Class VIIIB selected by the medical planner. The planner may accept the values as displayed or may modify as desired. Only the Class VIIIA factor is not changeable by the field medical planner. MEPES uses only one supply factor at a time during the computational process. Therefore, if Service policy identifies more than one, the field planner must chose which factor is to be used during the computational process. The planner must then "zero out" those that are not to be considered.

Medical Planning Factors : Class VIII Consumption Factors

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OPZONE

Class VIIIA	1	2	3	4	5
<lbs/PAT/Day>	5.5	5.5	5.5	5.5	0
<lbs/ADM/Day>	1.5	1.5	1.5	1.5	0
<lbs/PAR/Day>	0.22	0.22	0.22	0.22	0

Class VIIIB (Blood Product)

Red Blood Cells (RBC)	4	4	4	4	0
Fresh Frozen Plasma	0.6	0.6	0.6	0.6	0
Platelet Concentrates	0.3	0.3	0.3	0.3	0

Modify

F1-Help	F2-Notes	F3-List	F4-Exp. Req.	F5-Dict.	F6-Inv. Dec.
F7-Mat. Dec.	F8-Review	F9-Print	F10-Back	F11-Commit	F12-Exit

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Figure H-25: Class VIII Consumption Factors Panel.

To ACCEPT Default Values: If only one (1) Class VIIIA is provided then Click **F10-Back**.

If more than one (1) Class VIIIA is provided then Click **MODIFY** button.

Click on CLASS VIIIA OPZONE. Zero Out the *Supply Factor(s)* not to be used.

To MODIFY Default Values: Click **MODIFY** button.

Enter *Supply Factor* changes in the CLASS VIIIA OPZONE field. (If there is more than one factor follow the procedure outlined above.) Enter *Blood Product Factor* changes in the CLASS VIIIB OPZONE field.

Once all changes have been entered, Click **F11-Commit**. User returned to MPF Main Window.

Step 14 - Aircraft Assignment Planning Factors

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Aircraft Assignment Planning Factors >.

C-Day	Aircraft Type	Msn Type (R/D)	1/2	1/3	1/4	1/5	2/3	2/4	2/5	3/4	3/5	4/5
0	C-130	D	100	100	100	0	100	100	0	0	0	0
0	C-141	D	0	0	0	0	0	0	0	100	0	0
15	C-130	D	100	100	100	0	100	100	0	50	0	0
15	C-141	D	0	0	0	0	0	0	0	50	0	0

Figure H-26: Aircraft Assignment Planning Factors Panel.

Click, in turn, on C-DAY, AIRCRAFT TYPE, AND MSN. Enter valid *C Day value*, *Aircraft Type*, and *Msn Type*. Click on OPZ to OPZ data entry fields. Enter the *Percentage of Aircraft* to be used to move evacuees from a forward to a rearward OPZONE.

After all entries have been made for this data record, Click **ADD** button. Once all additions have been made, Click **F11-Commit**. User may now add, modify, or delete an Aircraft Assignment data record. Click **F10-Back** to return to MPF Main Window.

Step 15 - Create Conveyance Planning Factors

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < Create >, < Conveyance Planning Factors >.

MEPES populates this MPF Panel with Joint Service RD Default values selected by the medical planner. The medical planner may accept the values as displayed or may modify as desired.

Medical Planning Factors : Conveyance Planning Factors

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Aircraft Type	Msn Type (R/D)	Msn Role (T/S)	Pat Load	Load Time (Hrs)	Turn Time (Hrs)	AE Crew Plng Factor	AE Crew Req'd	AE Equip Wt (STON)	AE Equip Cu (MTON)
C-130	D	S	100	4	5	6	7	8	9
C-130	D	T	100	4	5	6	7	8	9
C-141	D	S	100	8	8	8	8	10	2.5

Buttons: Add, Modify, Delete

Function Keys: F1-Help, F2-Notes, F3-List, F4-Exp. Req., F5-Dict., F6-Prev. Rec., F7-Next. Rec., F8-Review, F9-Print, F10-Back, F11-Commit, F12-Exit

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Figure H-27: Conveyance Planning Factors Panel.

To ACCEPT Default Values: Click **F10-Back**. User returned to MPF Main Window.

To MODIFY Default Values: Follow the procedures outlined for adding, modifying, or deleting a Conveyance Planning Factors data record in Appendix E.

TO ADD A CONVEYANCE PLANNING FACTORS DATA RECORD

Enter AIRCRAFT TYPE.

Click on, in turn, MSN TYPE - MSN ROLE - PAT LOAD - LOAD TIME - TURN TIME - AE CREW PLNG FACTOR -AE CREW REQD - AE EQUIP WT - AE EQUIP CY. Enter valid *Codes, Values, or Factors*, as required.

After all entries have been made, Click **ADD** button. Once all additions have been made, Click **F11-Commit**.

User may now add, modify, or delete a Conveyance Planning Factors Data Record. For detailed procedures to add, modify, or delete, consult Appendix E. Click **F10-Back** to return to MPF Main Window.

Step 16 - Create Bed Availability Factors

Click on MEPES MEDICAL PLANNING FILE MENU BAR. Select < *Create* >, < *Bed Availability* >.

MEPES allows the medical planner to modify bed availability data by manually updating this data. The planner must enter the initial bed quantity as of C-Day for each OPZONE/Sector to be modified. The planner may make up to 23 subsequent changes within each OPZONE. If the user wants to use this option, MEPES will require the planner to modify all OPZONES/Sectors because it will no longer read the TPFDD.

Medical Planning Factors: Modify Bed Availability

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Opzone: 1 2 3 4 5

Sector: A B C D E F

Start Date (C Day)	ICU	Hospital Beds by Acuity ICW	MCW	CCW
0	60	10	50	50

C D E F G

Add Modify Delete

F1-Help F2-Notes F3-List F4-Ent. Req. F5-Dict. F6-Prev. Rec.
F7-Next. Rec. F8-Delete F9-Print F10-Back F11-Commit F12-Exit

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Figure H-28:
Bed Availability
Panel.

TO ADD A BED AVAILABILITY DATA RECORD

Click on OPZONE **RADIO** button.

Enter *C-DAY NUMBER* (0) in START DATE field. Enter *Quantity of Beds* in SECTOR field for each Sector, as appropriate. After entries are completed for *C-Day*, Click **ADD** button. Continue to add Beds in a similar manner. (MEPES automatically saves after every 10 data records).

Once all additions have been made for the specified OPZONE, Click **F11-Commit**.

User may now add, modify, or delete a Data Record within this OPZONE, or may chose to work with another OPZONE. For detailed procedures on add, modify, or delete, consult Appendix E. If user wants to continue within current OPZONE, continue with desired step. If user wants to work with another OPZONE, Click **RADIO** button for new OPZONE. Make additions in similar manner as above.

IF NO further additions to Bed Availability are required, Click **F10-Back**. User returned to MPF Main Window.

Step 17 - MPF Reports (Not required, but recommended for offline review)

MEPES displays a MPF Report Selection List Box with available MPF files shown.

Select < *MPF file data record* >, then Double Click.

Select either the PRINT or VIEW options.

If VIEW was selected, access Window Manager and Quit to return to PAR Main Window.

H.5 STEP 3: MEDICAL WORKING FILE

Medical Working File (MWF) Creation Process:

- Service medical planner selects MPF file to create the MWF
- Joint medical planner selects up to four Service MWFs to create the Joint MWF
- Execute PLG/MPM to compute personnel losses and support requirements
- Generate Computational Reports
- Generate PLG/MPM Reports.

Step 1 - MEPES Medical Working File Main Window Display

Click on MEPES MENU BAR. Select < *Planning Tools* >, < *Manage Med Wrk File* >.

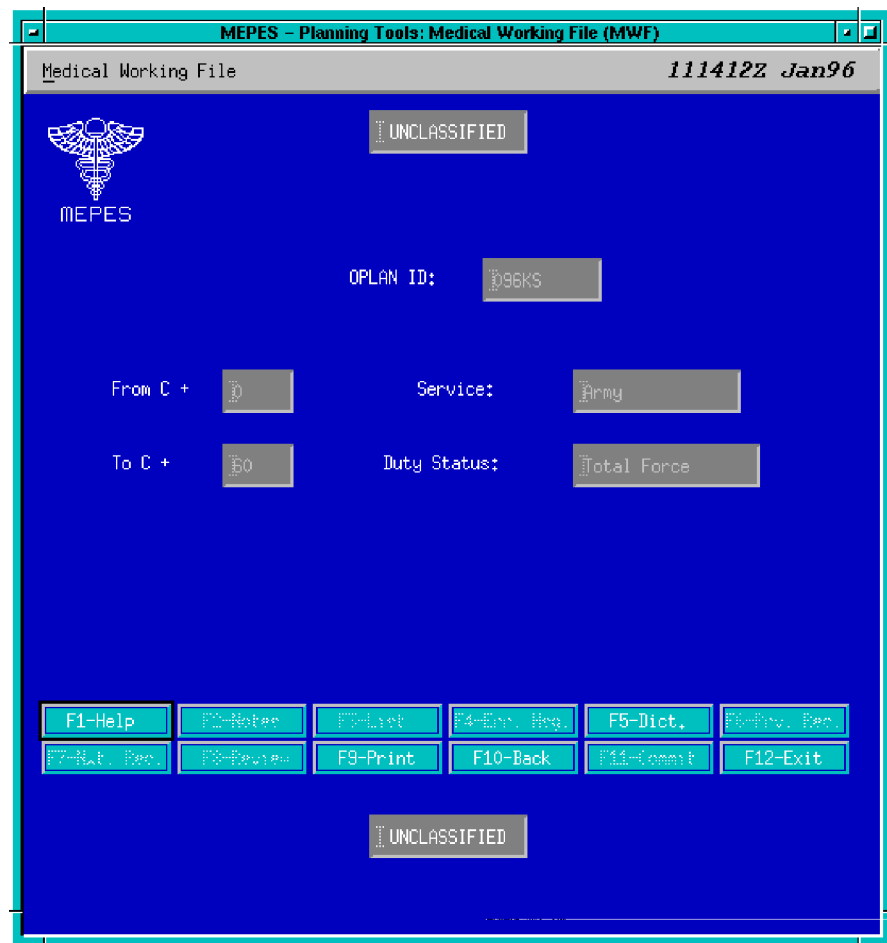


Figure H-29: MWF
Main Panel.

Click on MEPES MEDICAL WORKING FILE MENU BAR. Medical Working File menu appears.

Step 2 - Create SERVICE MWF

Click on MEPES
M E D I C A L
WORKING FILE
MENU BAR. Select
< Create >, < Name
MWF >.

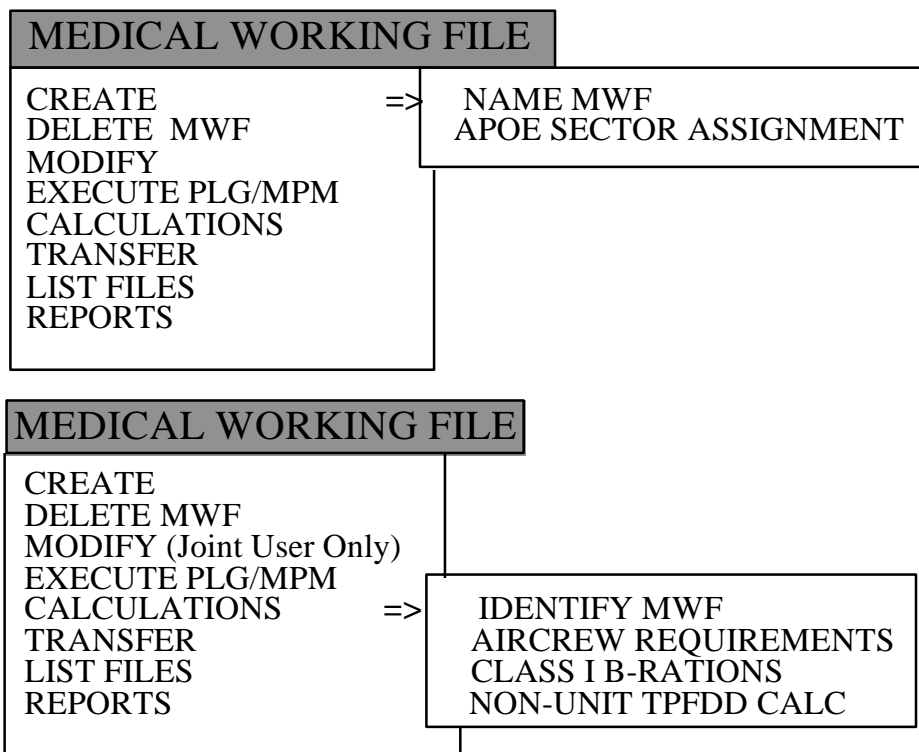


Figure H-30: Medical Working File Menu Hierarchy.

MEPES requires the Service medical planner to uniquely *Name a MWF* before establishing the relationship between the Service MWF and the Service MPF.

Figure H-31: Create Service MWF Panel.

Enter MEDICAL WORKING FILE NAME. After entering *Name*, planner must select an Associated Medical Planning File.

Select "< Associated Medical Planning File data record >", then Double Click. After selection is made, Click **F10-Back**. User returned to MWF Main Window.

Step 3 - Create JOINT MWF

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < *Create* >, < *Name MWF* >.

MEPES requires the Joint medical planner to uniquely *Name MWF* before establishing the relationship between the Service's MWFs.

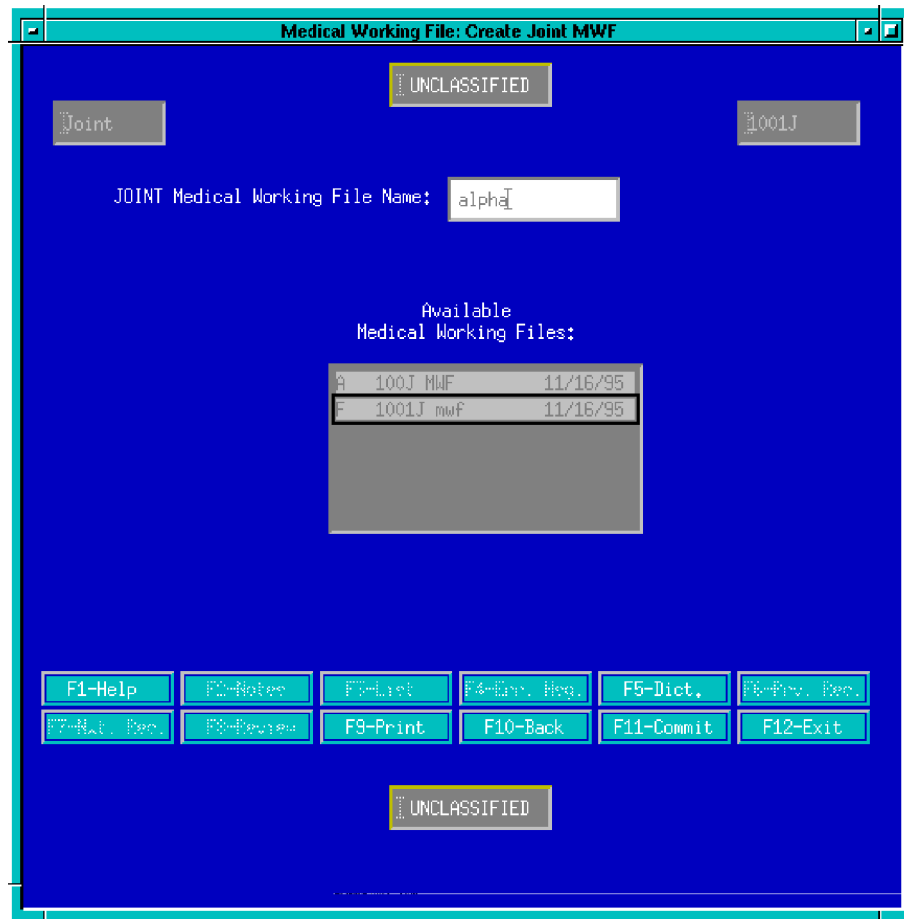


Figure H-32: Create Joint MWF Panel.

Enter JOINT MEDICAL WORKING FILE NAME. After NAMING, planner may select up to four available Service Medical Working Files.

Select "< Available Medical Working File data record >", then Double Click. Continue to select data records until JMWF completed. After selections have been made, Click **F11-Commit**. User returned to MWF Main Window.

Step 4 - APOE Sector Assignment

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < Create >, < APOE Sector Assignment >.

MEPES uses the JMWF computations to assist in developing non-unit TPFDD data. The medical planner must define the relationship between the strategic evacuation Sector(s) and their supporting APOE(s). After defining this relationship, the planner may then distribute the evacuees from each of the APOE(s) among a total of six APODs by assigning a distribution percentage factor.

Sector Supported	APOE GEOLOC / Percentage (%)	
F3A	ABFL	100
F2A	XQEY	100
A2A	XQEY	100
A1B	FFTJ	50
A1A	FTZH	100

Figure H-33:
APOE Sector
Designation
Panel.

TO CREATE/ADD AN APOE SECTOR DESIGNATION DATA RECORD

Enter appropriate values for SECTOR SUPPORTED, APOE GEOLOC and PERCENTAGE.

After all entries have been made, Click **ADD** button. Continue to add data records in similar manner. Once all additions have been made, Click **F11-Commit**.

User may now add, modify, or delete an APOE Sector Designation data record. For detailed procedures to add, modify, or delete, consult Appendix F. **IF YES**, continue with desired step. Once the user has completed all actions required within the APOE Sector Designation panel, Click **F8-Review**. MEPES displays the MWF APOD Assignment to APOEs panel.

Step 5 - APOD Assignment to APOEs

The planner must assign a distribution of evacuee percentages for each APOE designated.

APOE GEOLOC	Destination APOD GEOLOC/ Percentage (%)	
00A5	CCPM 50	CCSM 50
FLAB	CCPM 100	
FUQN	CCSM 100	

Figure H-34: APOD Assignment to APOEs Panel.

TO CREATE/ADD AN APOD ASSIGNMENT TO APOE DATA RECORD

Click on APOE GEOLOC. Enter strategic *APOE GEOLOC*. User may use the **F3-List** key to display a List Selection Box which contains all appropriate APOE GEOLOCs.

Click on DESTINATION APOD GEOLOC / PERCENTAGE (%). Enter the desired number (up to 6) *APOD GEOLOCs* and the evacuee *Distribution Percentage* for each data record line.

After all entries have been made, Click **ADD** button. Continue to add data records in similar manner.

Once all additions have been made, Click **F11-Commit**.

User may now add, modify, or delete an APOD Assignment to APOEs data record. For detailed procedures to add, modify, or delete, consult Appendix F. **IF YES**, continue with desired step. **IF NO** further APOD assignments are required, Click **F10-Back**. User returned to MWF APOE Sector Designation Panel.

Step 6 - Execute PLG/MPM

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < *Execute PLG/MPM* >.

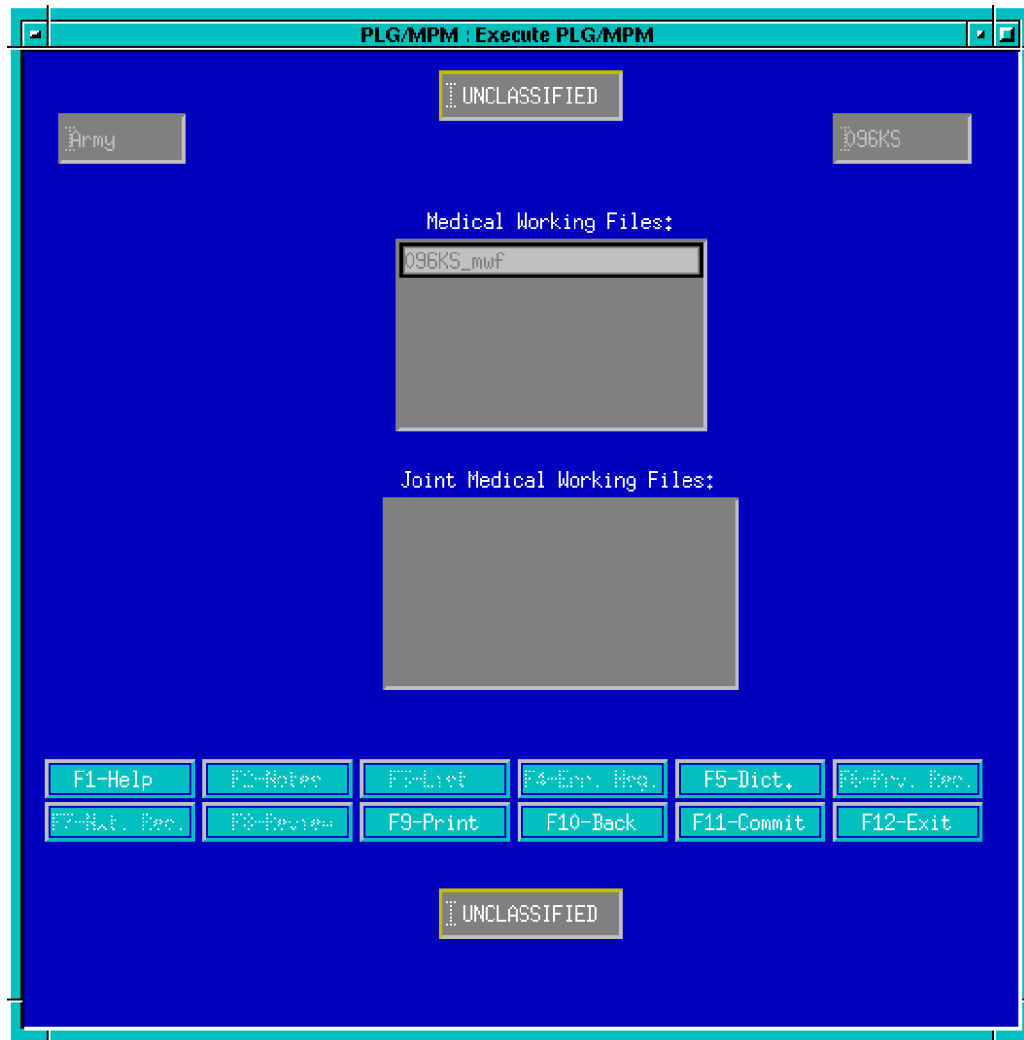


Figure H-35: Execute PLG/MPM Panel.

If a Service Planner:

Select "< Medical Working File data record >" from the Medical Working File's List, then Double Click. After Selection, Click **F11-Commit**.

MEPES displays a PLG/MPM processing status message. This message indicates the OPZONE/Sector day being processed. Upon completion of the computational process, a message is displayed indicating the number of records being inserted into the MWF results tables. When MEPES completes inserting these records, a status message is displayed indicating either successful or unsuccessful completion of the PLG/MPM computations. Once this message is displayed, Click **OK**. User returned to PLG/MPM Main Window.

If a Joint Service Planner:

Select "< Joint Medical Working File data record >" from the Joint Medical Working File's List, then Double Click. After Selection, Click **F11-Commit**.

When the Joint Service Planner initiates the PLG/MPM process for a selected JMWF, MEPES displays a similar PLG/MPM processing status message. This message indicates the OPZONE/Sector day and Service MWF being processed. Upon completion of the computational process, a message is displayed indicating the number of records being inserted into the MWF results tables. When MEPES completes inserting these records, a status message is displayed indicating either successful or unsuccessful completion of the PLG/MPM computations. This process is repeated for each Service MWF in the JMWF. Once all Service MWFs have been processed, Click **OK** on confirmation message. User returned to MWF Main Window.

NOTE: MEPES processes a JMWF in Service Code order (A, F, M, and N). MEPES will stop PLG/MPM execution after the first unsuccessful Service MWF PLG/MPM computational run.

Step 7 - Execute Calculations

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < *Calculations* >. The Medical Working File Calculations menu appears. Figure H-30 illustrates the menu hierarchy.

Step 8 - Identify MWF

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < *Calculations* >, < *Identify MWF* >.

MEPES will display a List Files list box (see Figure F-7) with all available MWFs.

Select "< MWF data record >", then Double Click, or Click **OK** button. User returned to MWF Main Window.

Once the MWF is identified, User may modify data in any sequence.

Step 9 - Calculate Aircrew Requirements

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < *Calculations* >, < *Aircrew Requirements* >.

Processing message window appears. After processing is complete, a User confirmation window appears. Click **OK** button.

Step 10 - Calculate Class I B-Rations

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < Calculations > , < Class I B-Rations >.

Processing message window appears. After processing is complete, a User confirmation window appears. Click **OK** button.

Step 11 - Non-Unit TPFDD Calculations

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < Calculations > , < Non-Unit TPFDD Calc. >.

Processing message window appears. After processing is complete, a User confirmation window appears. Click on **OK** button.

To PRINT the Non-Unit TPFDD reports, the planner must enter the TPFDD Actions Menu.

Step 12 - Computational Reports

Click on MEPES MEDICAL WORKING FILE MENU BAR. Select < Reports >.

Figure H-36:
PLG/MPM Reports
Panel.

MEPES displays an Identify MWF File List Box with all available MWF for current OPLAN.

Select "< MWF / JMWF data record >", then Double Click.

Enter valid *C-Day value* for the REPORTING LENGTH: C-DAY TO field.

Select VIEW or PRINT, by Clicking on appropriate **RADIO** button.

Select REPORTING INTERVAL DAYS and GROUP REPORTS BY, by Clicking on appropriate **RADIO** buttons.

MEPES allows the User to Selectively VIEW or PRINT Reports or to Globally VIEW or PRINT reports .

FOR SELECTIVE VIEWING

Click on **TOGGLE** button(s) for report(s) Desired. After all reports have been selected, CLICK **F11-Commit**.

MEPES displays Action Message indicating Viewing request being processed. Once report(s) are available, MEPES will start processing and displaying reports beginning with the reports at the top of the left column moving downward and then follow the same sequence with the right column.

Once the user has viewed a particular report, access the Window Manager menu and Press Quit.

Once the user has reviewed the last selected report and closes window, MEPES will return the User to MWF Main Window.

FOR SELECTIVE PRINTING

Click on **TOGGLE** button(s) for report(s) desired. After all reports have been selected, CLICK **F11-Commit**.

MEPES displays Action Message indicating Printing request being processed. Once the reports(s) are available, MEPES will display PRINTING Completed. Click **F10-Back**. User returned to MWF Main Window.

EXCEPTION:

When the User clicks the **PERSONNEL REQUIREMENTS** button, MEPES displays the MWF Personnel Requirements Categories Panel (Figure H-37).

User selects desired Personnel Reports in similar manner.

Step 12 (continued) - Computational Reports

Personnel Requirements Categories

Joint UNCLASSIFIED 1001J

☐ Anesthesiologists
☐ Total Surgeons
☐ General Surgeons
☐ Orthopedic Surgeons
☐ Neurological Surgeons
☐ Thoracic Surgeons
☐ Urologists
☐ Ophthalmologists
☐ Obstetrician & Gynecologists
☐ Psychiatrists
☐ Other Physicians

☐ Total Physicians
☒ Total Dentists
☐ Oral-Maxillofacial Surgeons
☐ Total Nurses
☐ Operating Room Nurses
☐ Nurse Anesthetists
☐ Total Medical Enlisted Personnel
☐ Clinical Nurses
☐ Total Dental Enlisted Personnel
☐ Other Personnel Reports

F1-Help F2-Notes F3-List F4-Exp. Req. F5-Dict. F6-Priv. Rec.
 F7-Nat. Rec. F8-Review F9-Print F10-Back F11-Commit F12-Exit

UNCLASSIFIED

Figure H-37: Personnel Requirements Categories Panel.

If the User desires additional reports for Specialties NOT shown, Click on the **OTHER PERSONNEL REPORTS** button.

MEPES will display a list box of all DoD Medical Occupational Skill Codes.

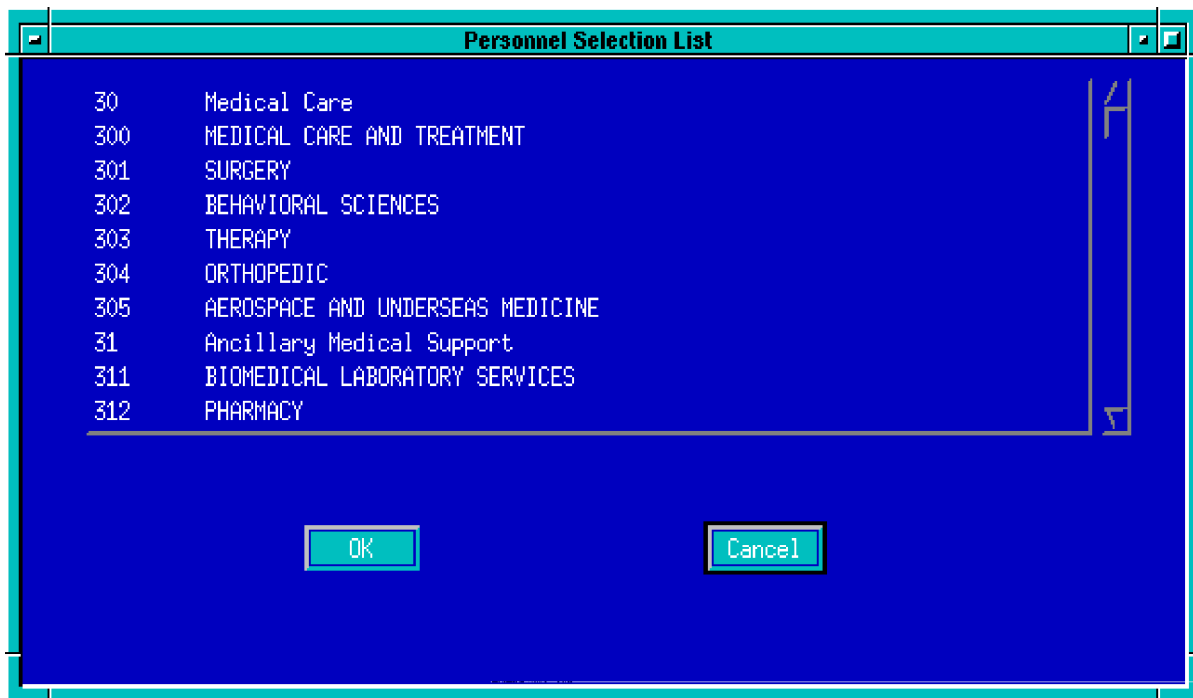


Figure H-38: Personnel Selection List Panel.

Select "< Specialty data record >", Click **OK** button. If User selects a pre-defined Specialty Report, an Error Message will alert the User.

After selections are made, Click **F10-Back**. User returned to MWF PLG/MPM Reports Panel.

FOR GLOBAL VIEWING

Click on all REPORTS **TOGGLE** button. MEPES will generate all pre-defined reports in accordance with initiated parameters.

After Selection, Click **F11-Commit**.

MEPES displays Action Message indicating Viewing request being processed. Once Report(s) are available, MEPES will start processing and displaying reports beginning with the reports at the top of the left column moving downward and then follow the same sequence with the right column.

Once the user has viewed a particular report, access the Window Manager menu and Press Quit.

Once the user has reviewed the last selected report and closes the panel, MEPES will return the User to MWF Main Window.

FOR GLOBAL PRINTING

Click on all REPORTS **TOGGLE** button. MEPES will generate all pre-defined reports in accordance with planner initiated parameters.

After Selection, Click **F11-Commit**.

MEPES displays Action Message indicating Global Printing request being processed. Once Reports(s) are available, MEPES will display PRINTING Completed. Click **F10-Back**. User returned to MWF Main Window.